



POSITION DESCRIPTION

BOARD DIRECTOR

BOARD AUTHORITY AND DIRECTOR RESPONSIBILITIES:

The CASA Board is a Policy Governing Board responsible for the highest level of decision-making, accountability and legal authority over the affairs of the organization. The Board determines the long-term direction of the organization. Directors owe a fiduciary duty to act in the best interest of the organization; with the utmost good faith and with a commitment to preserve confidentiality in the matters of the organization. Directors on the Board of Directors act in a position of trust on behalf of the community and are responsible for the effective governance of the organization.

DUTIES AND RESPONSIBILITIES:

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of strategy, policy, finance, programs, personnel and advocacy.

The Directors of the Association shall, subject to the provisions of the Companies Act and these Articles:

- (i) provide strategic direction for the management of the business and affairs of the Association;
- (ii) establish the Board policies of the Association; and
- (iii) exercise all the powers of the Association.

Including:

1. Approving, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
2. Reviewing the bylaws and recommending bylaw changes to the membership.
3. Reviewing the Board's structure, approving changes, and preparing necessary bylaw amendments.
4. Participating in ongoing progress reviews.
5. Approving CASA's budget.
6. Approving the hiring and release of the Chief Executive Officer, including the CEO's employment contract, based on the recommendations of the Governance Committee.

7. Supporting and participating in evaluating the performance of the Chief Executive Officer.
8. Assisting in developing and maintaining positive relations among the Board, committees, staff members, and community to achieve CASA's goals.
9. Acting honestly and exercising the care, skill and diligence that a reasonably prudent person would exercise in comparable circumstances.
10. Reviewing and recommending to the members approval of the annual financial statements.
11. Reviewing and approving the Annual Report.

QUALIFICATIONS:

Requirements for appointment to the Board of Directors:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.
3. Willingness to serve on committees.
4. Regular attendance at Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Attendance at membership meetings.
8. Support of special events.
9. Support of, and participation in, fundraising events.

TERM:

Directors are elected by the membership at the Annual General Meeting or may be appointed by the Board to fill a vacancy. Directors serve 2 consecutive 3-year terms in office unless the term is extended by resolution at the Annual General Meeting for a further 2 years.

REVIEW:

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

I, _____, have read and understood the position description for a Board Director of CASA. I agree to fulfill the role as described to the best of my abilities.

Signature

Date